



Transforming the Massachusetts Death Certificate Process

Vitals Information Partnership (V.I.P.)

EDRS Schedule Update and Go Live Information,
August 28, 2014

14 REVERSE SIDE
USE BY
VITALS
TRANSFERS

The Commonwealth of Massachusetts
STANDARD CERTIFICATE OF DEATH
REGISTRY OF VITAL RECORDS AND STATISTICS

1. DECEASED - NAME FIRST MIDDLE LAST SEX DATE OF BIRTH (MM/DD/YYYY) STATE OF BIRTH

2. PLACE OF DEATH (Specify)

3. PLACE OF DEATH (Specify) HOSPITAL HOME OTHER (Specify) ☐ HOSPITAL ☐ HOME ☐ OTHER (Specify) ☐ HOSPITAL ☐ HOME ☐ OTHER (Specify)

4. WAS DECEASED OF RESPIRATORY ORIGIN? ☐ YES ☐ NO (Specify) (Specify)

5. DATE OF DEATH (MM/DD/YYYY) TIME OF DEATH (Specify)

6. MARITAL STATUS (Specify) ☐ SINGLE ☐ MARRIED ☐ DIVORCED ☐ WIDOWED ☐ OTHER (Specify)

7. RESIDENCE - NO. & ST., CITY/TOWN, COUNTY, STATE/COUNTRY

8. FATHER - FULL NAME STATE OF BIRTH (If not U.S. name country) MOTHER - NAME (Specify)

9. INFORMANT - FULL NAME MAILING ADDRESS - NO. & ST., CITY/TOWN, STATE, ZIP

10. DISPOSITION ☐ BURIAL ☐ CREMATION ☐ OTHER (Specify) ☐ BURIAL ☐ CREMATION ☐ OTHER (Specify)

11. DATE OF DISPOSITION (MM/DD/YYYY) TIME AND PLACE OF DISPOSITION (Specify)

12. (Specify)



Project Status

- Website Update
 - www.mass.gov/dph/vip
 - enrollment guides and forms available
 - Webinar links will be added to take a pre-recorded webinar at any time for all user roles
 - Follow the instructions at the bottom of the site to get on the listserv
- Training
 - VIP software practice site, the Sandbox, ready for use since April
 - Step-by-Step Guides available for each user role
 - Uses practice accounts, not your real user accounts
 - Will continue to be used for training after implementation
 - Formal training materials under review
 - Volunteers to review, email vip@state.ma.us



Project Status, cont.

- Implementation Date Dependencies
 - Performance: thorough testing for births and deaths modules
 - Must pass performance Testing before “Go Live”
 - Some questions in death performance test results need to be investigated
- Schedule Update
 - Target implementation date was August 1, 2014.
 - Birth module enhancements will go live before September 1, check the VIP News Message and VG Welcome page for maintenance dates
 - **EDRS target go live date is September 1, 2014**
 - Implemented statewide on the target date. All deaths on or after that date will be entered into EDRS



Roll-out Strategy

- Preparation
 - All users and their staff should be online and take webinar training, when available, prior to the implementation date
 - Allow for at least 8 hours of training/practice time to train on the system
 - Make sure your burial agent is on board. If the burial agent cannot be enrolled in time for our go live date, the clerk will be given the EDRS burial agent privileges to perform the role online
 - Clerks in these municipalities should attend burial agent webinars and coordinate policy and procedures with the burial agent
 - Make sure you know your username and password for the EDRS. Contact Virtual Gateway to obtain usernames and reset passwords: 800-421-0938
 - Verify your information in the EDRS: VIP Team emailing verification forms



Roll-out Strategy, cont.

- What if a paper death certificate is submitted?
 - A 30 day grace period for the old, paper death certificate process
 - If paper death certificate is submitted within the grace period, accept the old paper death certificate:
 - If the certifier signs the old paper death certificate, continue on paper--No entry into EDRS by funeral homes
 - Funeral Homes to provide certifier with handout provided by RVRS
 - Burial agents issue on paper
 - Clerks register on paper
 - Clerks should send VIP project team a note to follow-up with funeral homes without accounts
 - Funeral homes not online can work through a funeral home that is online: Trade Service Call
 - When in doubt, call VIP project team – RVRS



Practice Environment

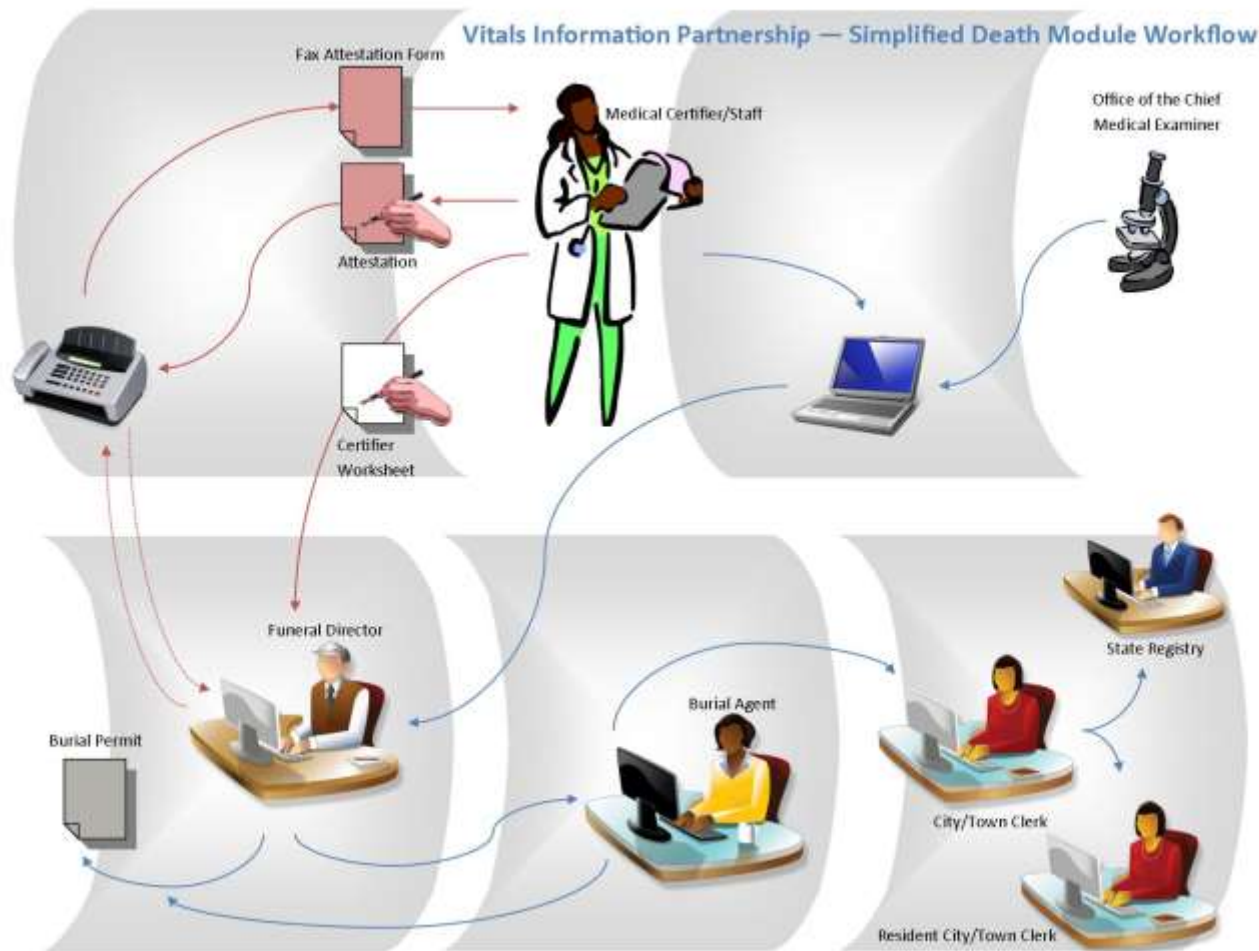
- Sandbox is available
 - Printing will be implemented soon
 - Faxing will not be available in the Sandbox
- Obtain Guides to using the Sandbox
 - Quick Start Guide to Using the EDRS Sandbox
 - Your User Role Guide to Using the VIP Sandbox
- Attend webinars to ask questions or email VIP Team
 - Email specific questions to vip@state.ma.us with the username you used, the decedent name and date of death, and a description of the problem/question
- Use the Practice User Roles on the Cheat Sheet
 - Your individual username and password can only be used in the live system, not for practice
- Password must be provided in a webinar or by telephone



In-person Opportunities at RVRS

- The Registry will offer opportunities for in-person discussion and training per week in September
 - Thursday September 4th from 3:00 – 5:00 pm
 - Friday September 5th from 10:00 am – 12:00 pm
 - Tuesday September 9th from 1:00 pm – 3:00 pm
 - Friday September 12th from 10:00 am – 12:00 pm
 - Thursday September 18th from 3:00 – 5:00 pm
 - Friday September 19th from 10:00 am – 12:00 pm
 - Tuesday September 23rd from 1:00 pm – 3:00 pm
 - Friday September 26th from 10:00 am – 12:00 pm
 - Come in to ask your questions and work with project staff to understand the entire process
- Held at the Registry Large Conference Room
 - 150 Mt Vernon St, Dorchester, MA 02125
 - Free Parking
 - Seats up to 30
- Recorded Webinars made available for training anytime
 - Register and take the webinars when you have time. Able to stop, rewind and replay sections
 - Email specific questions to vip@state.ma.us with the **subject, “Webinar Question”** to have your question routed to program staff
 - If you are having trouble with a record, provide the username you used, the decedent name and date of death, and a description of the problem/question
 - You can also submit questions using the post webinar survey

EDRS Simplified Workflow





Links

More information about account creation and other training material is available on the Registry's VIP web page:

www.mass.gov/dph/vip. Updated information and training resources will be added as they become available.

The practice site URL is for use with practice accounts:

<http://173.166.20.212:8080/vips/>

The production (live) URL for use with your user account is:

www.mass.gov/vg. Select Logon to the Virtual Gateway.

Please email the V.I.P. Project Team with any questions or comments: vip@state.ma.us



Help Desk

- Please email the V.I.P. Project Team with any questions or comments: vip@state.ma.us
- Call 617-740-2675 for technical problems using VIP or for enrollment help
- Call 617-740-2674 for forms, data entry, or policy and procedure help